

JOB TITLE: Assistant Website and Social Media Coordinator

ORGANIZATION NAME: Registrar's Office

WORK SCHEDULE: Flexible with class schedule

WAGE / SALARY: \$9.50/hr for 15 hrs/week

START DATE: immediately

END DATE: Spring 2018

Job Description

Build and strengthen skills in social media and web applications in a supportive team environment.

Qualifications

- Current UW Oshkosh student in good academic standing (minimum 2.0 GPA)
- Comfortable with multiple social media outlets
- Able to work independently and take initiative
- Exceptional teamwork skills
- Strong organization and communication skills and attention to detail
- Respectful of others with appreciation of diversity
- Preferred: experience or knowledge of Plone, Adobe Creative Suite, and video/photography
- Work-study not necessary

Duties

- Work with the Veterans Resource Center Coordinator to update Veteran Resource Coordinator webpage within the Registrar's website, incorporating feedback from VRC staff and student veterans
- Expand use of Plone forms on website
- Investigate ways to make bulletin pages more compatible and user friendly
- Select appropriate social media channels for intended audiences
- Develop original, imaginative, engaging content
- Monitor relevant social media outlets to select content to share
- Develop postings for Campus Vision
- Develop concepts for event campaigns

Questions?

Contact Timber Smith (smitht@uwosh.edu • 920-424-0704)

To Apply

Apply on Handshake (<https://app.joinhandshake.com/jobs/966447>) **by Sept. 14**